

INVITATION FOR BIDS (IFB) NO. 97-068  
TO  
FURNISH ELEVATOR MAINTENANCE AND RELATED SERVICES  
FOR  
MAUI COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII  
KAHULUI, MAUI, HAWAII

MAY, 1997

BOARD OF REGENTS  
UNIVERSITY OF HAWAII  
HONOLULU, HAWAII

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for Maui Community College, University of Hawaii, Kahului, Maui,  
Hawaii

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**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS  
TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID  
PACKAGE.**

## NOTICE TO BIDDERS

BID FORMS for IFB No. 97-068, Elevator Maintenance and Related Services, Maui Community College, will be available from and received in the OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT (OPPRM), UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822 (an unofficial copy of the IFB is available on the Internet at <http://www.state.hi.us/bids/notice01.htm>) Bids must be submitted no later than 2:30 p.m., June 2, 1997, and at that time will be publicly opened.

Bids received after the time and date(s) fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request an official copy of the IFB by providing the vendor's name, address, contact person, telephone number, facsimile number, and an account number, billable to the receiver, for express shipment. Requests may be submitted via facsimile, (808) 956-2093. Direct all questions to Scott Oshiro, (808) 956-8641.

Kenneth P. Mortimer  
President, University of  
Hawaii and Chancellor,  
University of Hawaii at Manoa

Advertised: Honolulu Advertiser  
Issue of: May 19, 1997

NOTICE TO BIDDERS

OPPRM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

BID FORM  
TO  
FURNISH ELEVATOR MAINTENANCE AND RELATED SERVICES  
FOR  
MAUI COMMUNITY COLLEGE

Office of Procurement, Property  
and Risk Management  
University of Hawaii  
1400 Lower Campus Road, Room 15  
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 97-068 TO FURNISH ELEVATOR MAINTENANCE AND RELATED SERVICES FOR MAUI COMMUNITY COLLEGE, UNIVERSITY OF HAWAII, KAHULUI, MAUI, HAWAII and offers to furnish the services with the true intent and meaning of the Invitation for Bids (IFB) for a period of ONE (1) year commencing from the date designated in the Notice to Proceed, as follows:

BASIC BID

<u>Item</u>	<u>Location</u>	<u>No. of Elevators</u>	<u>Manufacturer</u>	<u>Monthly Price</u>	<u>Annual Amount</u>
1.	Library	1	Montgomery	\$_____ X 12 =	\$_____
2.	Student Center (Cafeteria)	1	Montgomery	\$_____ X 12 =	\$_____
3.	Student Center	1	Montgomery	\$_____ X 12 =	\$_____
4.	Ka Lama	1	Otis	\$_____ X 12 =	\$_____
5.	Ku Paa	1	Otis	\$_____ X 12 =	\$_____
6.	Science	1	Sedgwich	\$_____ X 12 =	\$_____

TOTAL COST PER YEAR FOR ITEMS 1 THROUGH 6, INCLUDING  
TRANSPORTATION, FREIGHT, AND ALL APPLICABLE TAXES = \$\_\_\_\_\_

### REPAIR/IMPROVEMENT WORK

In the event that the contract is awarded to the undersigned, the undersigned agrees that any repairs (including emergency repair work) and improvements requested under the contract shall be done at the following rates, including transportation and all applicable taxes:

	<u>Per Man-Hour</u>		<u>Est. Annual Man-Hours</u>	
Journeyman, Straight Time	\$_____	X	75	= \$_____
Apprentice, Straight Time	\$_____	X	75	= \$_____
TOTAL ESTIMATED COST FOR REPAIR/IMPROVEMENT WORK				= \$_____
<b>TOTAL AGGREGATE BID (ANNUAL SUM FOR MAINTENANCE AND EST. ANNUAL COST OF REPAIR/IMPROVEMENT WORK)</b>				<b>= \$_____</b>

- a. Contractor shall suggest any improvements needed to updated the equipment or to obtain maximum efficiency of the elevator system(s), and shall provide an estimate of the cost for the improvement work, based on the per man hour rates established in the Bid and manufacturer' list prices for parts, supplies, and components.
- b. Contractor shall proceed with the improvement work upon authorization from the University. Such work shall be invoiced separately from the monthly maintenance charge, at the per man hour rates established in the Bid and manufacturer' list prices for parts, supplies, and components.

The overtime rate shall be one and one-half times the straight time rate.

Each bidder shall bid on all items in order for its bid to be considered for award.

**The University reserves the right to call for bids on any major repair/improvement work (estimated to be in excess of ONE THOUSAND DOLLARS) and have the repair/improvement work be done by the lowest bidder.**

### BASIS FOR AWARD

The award of contract, if awarded, shall be made to the responsible bidder submitting the responsive bid with the lowest evaluated **TOTAL AGGREGATE BID (ANNUAL SUM FOR MAINTENANCE AND ESTIMATED ANNUAL COST OF REPAIR/IMPROVEMENT WORK)**.

## TAX CLEARANCE FOR CONTRACTS

In accordance with Act 314, Session Laws of Hawaii, 1996, bidders shall submit with their bid packages, original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. In the event bidders are unable to obtain a tax clearance by mail in time to include it with their bid packages, bidders may submit a completed OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, in place of the DOTAX Form A-6, with their bid packages. **However, an original tax clearance must be provided before contract award.** Tax clearances obtained shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the bidder, have been paid. This shall apply to all contracts, whether with Hawaii bidders, out-of-state bidders, or nonprofit organizations.

This shall not apply to bidders if the State of Hawaii Department of Taxation certifies that the bidder is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Offers that are not accompanied by original tax clearances or OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, may be considered as non-responsive and may be rejected.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC  
300 Ala Moana Boulevard, #50089  
Honolulu, Hawaii 96850-4922  
Telephone No.: (808) 541-1160
- b. Department of Taxation  
State of Hawaii  
Oahu District Office  
P.O. Box 259  
Honolulu, Hawaii 96808-0259  
Telephone No.: (808) 587-4242  
Toll-Free: 1-800-222-3229

## NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.

3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

Attention of the bidders is directed to the contract performance bond, contract payment bond and insurance requirements of this IFB which should be carefully considered before submitting a bid. Failure to provide a contract performance bond and contract payment bond will result in forfeiture of your bid security and failure to comply with the insurance requirements will result in forfeiture of your bid security or your contract performance bond.

#### TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax (currently 4%) imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on page BID - 8, please indicate remittance address below:

---

Street Address or P. O. Box

---

City                      State                      Zip Code



## ESCALATION CLAUSE

The Contractor warrants that the prices set forth in this contract do not include any allowance for increased costs for which adjustments are provided under this clause. The contract price shall remain firm for ONE (1) year. The contract price may be adjusted as of the month of the anniversary of the commencement of the service.

Each such adjustment shall be made as follows:

- a. TWENTY PERCENT (20%) of the contract price may be adjusted up or down by the percentage of increase or decrease shown by the index of Wholesale Commodity Prices for Metals and Metal Products published by the U. S. Department of Labor, Bureau of Statistics, for the month of the anniversary of the commencement of the service as compared with the index used for

this contract bid price which was \$\_\_\_\_\_.  
(fill in)

- b. EIGHTY PERCENT (80%) of the contract price shall be adjusted up or down by the percentage of increase or decrease in the straight time hourly labor cost for the month of the anniversary if the commencement of the service as compared with such straight time hourly labor cost in effect for this contract.

As used in this provision, the phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate and the average hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.

The words "fringe benefits" means employee benefits granted in lieu of, or in addition to, hourly rate increases and include, but are not limited to, pensions, vacations, paid holidays, group life, sickness and accident and hospitalization insurance. The straight time hourly labor cost applicable to

this contract is \$\_\_\_\_\_ of which \$\_\_\_\_\_ constitutes  
(fill in) (fill in)

the cost of fringe benefits.

The University may effect the adjustment through a change order upon its own initiative in the case of a decrease, or upon receipt of a written request for adjustment from the Contractor in the case of a decrease or increase. Any proposed adjustment shall be fully documented, and the determination of the adequacy and acceptability of the documentation shall be solely within the discretion of the University, which discretion shall not be arbitrarily or unreasonably exercised. The University and the Contractor shall be bound by such determination, and any price adjustment shall be firm and binding upon the University and the Contractor for a period of at least ONE (1) year.

CERTIFICATE OF COMPLIANCE (WAGE CERTIFICATE)

The Certificate of Compliance with the requirements of Section 103-55, Hawaii Revised Statutes, as specified in Special Provision 3, ELIGIBILITY TO BID, is enclosed.

The names of companies, contact persons, and addresses of THREE (3) organizations for whom the undersigned currently provides services are as follows:

	<u>Company</u>	<u>Contact Persons</u>	<u>Address &amp; Telephone No.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on page BID - 8, please indicate remittance address below:

_____ Street Address or P. O. Box		
_____ City	_____ State	_____ Zip Code

**WAGE CERTIFICATE**

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
(To be filled in by prospective bidder)

Pursuant to Section 103-55, HRS, I hereby certify that if awarded the contract in excess of \$5,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector.
2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by Section 103-55, HRS.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNATURE PAGE  
(See Official Document)

CERTIFICATION FOR TAX CLEARANCE

RE: IFB No.: \_\_\_\_\_

Project/Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have submitted a State and IRS tax clearance application (DOTAX Form A-6) by mail on \_\_\_\_\_, (date)  
and have not received an original or certified copy at the time I submitted this offer.

Upon receipt of a tax clearance, I will immediately send an original or certified copy by mail to:

Office of Procurement, Property  
and Risk Management  
University of Hawaii  
1400 Lower Campus Road, Room 15  
Honolulu, Hawaii 96822

Signature (Original): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the services required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

### 1.0 SCOPE OF WORK

Contractor shall furnish labor, materials and equipment to maintain elevators, dumbwaiters, appurtenances and accessories at Maui Community College, per the specifications outlined herein.

### 2.0 DUTIES OF CONTRACTOR

- A. The elevators covered by this contract as noted in these specifications shall be maintained in a satisfactory and safe operating condition in accordance with the requirements of these specifications, and be capable of meeting their original speed and performance criteria under any load conditions at all times. The University reserves the right to make such tests as and when deemed advisable to ascertain that the requirements of these conditions are being fulfilled.
- B. The Contractor shall maintain elevators, equipment, appurtenances and accessories so as to comply with the requirements of the latest edition of American Standard Safety Code for Elevators, A17.1 and all other applicable laws, regulations, rules, ordinances, codes, etc. The ANSI Elevator Inspection Manual A17.2 shall be used as a guide to establish that the equipment is operating safely.

### 3.0 HOURS AND MANNER OF WORK

Contractor shall perform all normal work under this Agreement including unlimited call-back service during regular hours of regular working days of the elevator trade.

Emergency adjustment and replacement of minor parts and call-back service shall be available on a 24-hour-a-day, 7-day-a-week basis.

Regular routine maintenance examinations shall be performed at a frequency of not less than monthly for gearless and geared equipment, and hydraulic equipment. During these examinations, the following components specified in paragraph 7.0, EXTENT OF WORK, herein below are to be checked and all necessary work performed relative to cleaning, lubrication and adjustments of equipment. As a minimum, the components must be checked in accordance with the schedule in these specifications.

Contractor shall comply with minimum elevator maintenance schedule as stated in Appendix "C" and Appendix "D".

The University may request that emergency call back service or repair work covered under this Agreement shall be performed on an overtime basis.

For all emergency call back or repair work, Contractor shall absorb the straight time labor charges plus straight time fringe benefits. The University shall pay Contractor for the bonus hours at his regular hourly billing rates based upon the time and one-half or double-time pay schedule in the latest IUEC standard agreement, Article IV contract service. The University shall issue purchase orders for such service/work.

Copies of mechanics' and helpers' signed time tickets shall be left with Maui Community College's representative, Fred Ventura, telephone (808) 984-3323, following completion of each normal and call-back service. The Contractor's mechanics and helpers shall log all time in and out from the job site at the Auxiliary Services Office with a brief description of the work performed.

Removal of elevators from service shall be coordinated with and approved by the University's designated representative. The Contractor shall notify the University at least FIVE (5) working days prior to removing elevators from service.

Contractor agrees to furnish a mechanic for a minimum 4-week average of ONE AND ONE-HALF (1.5) hours per month per elevator, exclusive of regular or overtime call-back hours. See Appendix "B" for actual hours.

#### 4.0 RIGHT TO INSPECT AND REQUIRE WORK

The University reserves the right to make inspections and tests whenever necessary to ascertain that the requirements of this contract are being fulfilled. In addition, the State of Hawaii makes inspections semi-annually. Deficiencies noted during any of these inspections (which are a result of the Contractor's noncompliance with the specifications) shall be promptly corrected by the Contractor.

## 5.0 COMPLIANCE WITH LAWS

In the performance of this contract, the Contractor agrees to abide by all existing laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed specifically, including, but not limited to, annual no-load, low-speed test of car and counterweight safeties and governors and buffers; and every fifth year, perform full-load, rated speed test of hydraulic buffers, and safeties on cable-type elevators, and annual pressure tests on hydraulic type elevators as required by ANSI A17.1-1981 Code, Section 1001.

The Contractor shall make periodic tests and maintenance inspections of all elevator equipment as required by current applicable safety codes for elevators, dumbwaiters, escalators and moving walks. Written reports of said tests shall be submitted to the University, and in the case of running safety tests, prior notification shall be given so that a representative of the University may witness said test or tests.

The Contractor shall not be required under this contract to install new attachments as may be recommended or directed by insurance companies, federal, state, municipal or governmental authorities, subsequent to the commencement date of this contract, unless the contract is modified in writing.

## 6.0 EMPLOYEES OF CONTRACTOR TO BE SATISFACTORY

Contractor agrees that all work shall be performed by and under the supervision of skilled, experienced, certified elevator service and repair personnel directly employed and supervised by the Contractor. Any and all employees performing work under this contract shall be satisfactory to the University.

## 7.0 EXTENT OF WORK

The Contractor will regularly and systematically examine, adjust, lubricate, and if conditions warrant, repair or replace the following:

Machine: Including worm, gear, thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings, and components.

Pump Unit: Including pump, V-belts, strainers, silencers, springs and gaskets.

Motor: Including motor windings, bearings, rotating element, commutators, brushes and brush holders.

Motor Generator: Including windings, bearings, rotating element, commutators, brushes and brush holders.



Jack Unit: Including plunger, guide bearing, packing and packing gland.

Controller: Including relays, resistors, contacts, coils, leads, transformers, fuses, timing devices and solid state components.

Valves: Including relief valve, pilot, lowering, leveling and checking valves; or any of the parts thereof.

Dispatching Equipment: Including relays, resistors, contacts, coils, leads, fuses, transformers and solid state components.

Selector: Including electrical or mechanical drive components, cam contacts, relays, resistors, leads, transformers and solid state components.

Governor: Including sheave, bearings, shafts, contacts and governor jaws.

Car: Including power door operator, door protective devices, car door hangers, car door contact, load weighing equipment, car safety devices, car guide shoes, and subflooring.

Hoistway: Including deflector sheave, secondary sheave, buffers, governor tension assemblies, guide rails, limit switches, compensating sheave assemblies, compensating chain or cable, traveling cables, hoistway and machine room wiring, hoistway door interlocks, hoistway door hangers and gibs and auxiliary closer.

Counterweight: Including roller guides and sheaves.

Fixtures: Car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches and locks, lamps and sockets.

Wire Ropes: Will be renewed as often as necessary to maintain an adequate factor of safety.

## 8.0 PERFORMANCE REQUIREMENTS

Contractor agrees to maintain the following minimum performance requirements of the elevators as designated in Appendix "B".

- A. Floor-to-floor times are measured from the time the doors start to close, including a typical one-floor travel and until the elevator is approximately level with the next successive floor, either up or down, and the doors THREE-FOURTH (3/4) open (per schedule).

- B. Door opening times are measured from the start of the car door open until doors are in the fully open position (per schedule).
- C. Door closing times are measured from the start of door close until hoistway doors are fully closed. Contract times will be those shown or minimum permitted by code, whichever is greater (per schedule).
- D. Stopping accuracy shall be measured under all load conditions.
- E. Variance from rated speed, regardless of load, shall not exceed plus FIVE PERCENT (+5%).
- F. Door closing pressure shall not exceed THIRTY (30) pounds.

In accomplishing the above requirements, Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel.

#### 9.0 SPECIAL CONDITIONS

- A. The Contractor, immediately upon the effective date of the contract, shall make a complete and systematic inspection of the elevators. The Contractor shall submit an itemized list to the University of the existing deficiencies that require correction to bring the elevators up to original manufacturers' standards.
- B. 24-hour unlimited call back is included.
- C. Any costs for repairs due to abuse or misuse under \$250 shall be the responsibility of the Contractor (See Section 3.0 for Terms and Conditions of charges).
- D. Call backs and/or emergencies shall be responded to, at the site within TWO (2) HOURS at all times. The Contractor shall provide Maui Community College with a 24-hour emergency phone number where it can be contacted in the event of an emergency. The Contractor shall respond and take corrective action regarding repair trouble calls or safety and/or hazardous situations. If the Contractor fails to respond or take proper corrective action, it shall be responsible for all costs incurred by the University.

10.0 FIREMAN'S CONVERSION

The Contractor shall test the Fireman's conversion monthly, where applicable.

11.0 CONFLICTING SPECIFICATIONS

In the event of conflict between these Technical Specifications and the manufacturer's recommended maintenance manual, the manufacturer's manual shall prevail.

All questions pertaining to the Technical Specifications shall be directed to Fred Ventura, Supervisor, telephone (808) 984-3323.

**Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing to the Office of Procurement, Property and Risk Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published. Protests concerning the Technical Specifications lodged after bid opening shall not be considered.**

APPENDIX "A"

ELEVATORY INVENTORY

(See Official Document)

APPENDIX "B"

ELEVATORY INVENTORY & PERFORMANCE REQUIREMENTS

(See Official Document)

## HYDRAULIC ELEVATOR MAINTENANCE SCHEDULE

### 1. MONTHLY MAINTENANCE

#### A. CAR OPERATION

Ride cars to detect and repair any improper operation of the car doors, hoistway doors, acceleration, deceleration, and leveling accuracy. Investigate any malfunctions which may have occurred in connection with the operation of the elevator since the last maintenance visit and take corrective action. Check for creeping; if excessive, determine cause and correct.

#### B. CAR

Examine the car station for worn, cracked, loose or malfunctioning buttons and switches. Replace cracked or worn buttons. Repair malfunctioning buttons and switches. Replace burnt out bulbs in the position indicators or in the car station panel. Clean the car top and lubricate pivot points and bearings where necessary.

#### C. CAR DOOR AND OPERATOR

Examine and clean. Tighten any loose screws or bolts and replace worn pins and bearings. Check door gibs and tighten or replace if necessary. Lubricate moving parts as required. Check safety edges for proper operation. Adjust if necessary.

#### D. MOTOR AND PUMP UNIT

Inspect motor, pump, oil lines, tank, controls, plunger, and packing, etc. Correct any leaks and keep equipment in a clean and presentable condition.

#### E. CONTROLLER

Observe the controller for proper operation of relays, contacts sequence of operations, timing, etc. Clean pitted or oxidized contacts; replace if necessary. Replace coils or shunts with brittle insulation. Check fuses for overheating and take necessary action.

#### F. MISCELLANEOUS

- 1) Clean pit and machine room floor.
- 2) Check hall signal system for proper operation. Replace bulbs as necessary.

2. QUARTERLY MAINTENANCE

- A. Check alarm bell and communication system.
- B. Check emergency switches.
- C. Clean and lubricate main guide rail.

3. SEMI-ANNUAL MAINTENANCE

A. DOOR OPERATOR

- 1) Check fastenings, operation of checks, interlocks, etc. Adjust as required.
- 2) Check the inertia of doors. Make adjustments as required.
- 3) Check oil in gear case. Change if necessary.

B. CAR

- 1) Check stile channels for bends or cracks, also car frame, cams and supports.
- 2) Check gate or door upthrusts, sill grooves, bottom guides, etc.

C. CONTROLLERS

- 1) Clean with blower.
- 2) Check alignment of switches, relays, timers, etc. Clean and make adjustments as necessary.
- 3) Check all condensers, resistance tubes and grids.
- 4) Check oil in overload relays.
- 5) Check settings and operation of overloads.
- 6) Clean and check fuses and holders.
- 7) Check all controller connections.

D. EMERGENCY LIGHTS

- 1) Change battery as per manufacturer's recommendations.
- 2) Record on emergency light fixture the date battery was changed.
- 3) Check light and bell for proper operation.

#### 4. ANNUAL MAINTENANCE

##### A. HOISTWAYS

- 1) Check limit, landing and slowdown switches.
- 2) Clean sills.

##### B. HALL

- 1) Check hall button contacts, springs, wiring, etc.
- 2) Clean if necessary.

##### C. TRAVELING CABLE

Check wear, insulation, hanging and junction box connections.

##### D. HOISTWAY DOORS

- 1) Check for proper clearances. Adjust if necessary.
- 2) Check bottom gibs, struts, sill, headers and fastenings.
- 3) Clean and adjust door contacts, if necessary.
- 4) Check relating cable for wear. Replace if necessary.
- 5) Clean and lubricate tracks, hangars, upthrusts, etc. Adjust if necessary.

The following services will be performed at intervals specified in the American National Elevator Safety Code for Elevators and Dumbwaiters manual. The tests will be witnessed by a licensed State Elevator Inspector. (To include, but not limited to these tests.)

- 1) 5-Year Safety test for electric elevators.
- 2) 3-Year Safety test for hydraulic elevators.

All safety deficiencies or damage to the elevators caused by the safety test will be corrected immediately by the Contractor.



## APPENDIX D

### ELECTRICAL ELEVATOR MAINTENANCE SCHEDULE

#### 1. MONTHLY MAINTENANCE

##### A. CAR OPERATION

Ride all cars to detect and repair any improper operation of the car doors, hoistway doors, acceleration, deceleration and leveling accuracy. Investigate any malfunctions which may have occurred in connection with the operation of the elevator since the last maintenance visit and take corrective action.

##### B. CAR

Examine the car station for worn, cracked, loose or malfunctioning buttons and switches. Replace cracked or worn buttons. Repair malfunctioning buttons and switches. Replace burnt out bulbs in the position indicators or in the car station panel. Clean the car top and lubricate pivot points and bearing where necessary.

##### C. CAR DOOR AND OPERATOR

Examine and clean. Tighten any loose screws or bolts and replace worn pins and bearings. Check door gibs and tighten or replace if necessary. Lubricate moving parts as required. Check safety edges and light ray for proper operation. Adjust if necessary.

##### D. WIRE ROPES AND FASTENINGS

Examine all wire ropes and fastenings. Lubricate and clean as required. Report any unsafe conditions to the Director of Administrative Services immediately. Check and adjust the hoist and compensation ropes for equal tension.

##### E. BI-PARTING DOORS AND GATES

Clean, lubricate and insure proper operation of checks, chains, gears, motors, linkages. Clean and inspect all gate and door contacts; adjust if necessary. Examine the retiring cam for worn pins and loose bolts. Adjust and lubricate as required. Clean and lubricate gate and door guide rails.

F. MOTOR AND MG SET

General inspection of machine, sheaves, worm and gear, brakes, etc. Clean off dust and wipe up oil spills. Replace brushes as necessary. Check commutator for wear. Follow manufacturer's recommendations for proper care of commutator. Check for unusual noise or vibrations and take corrective action.

G. SELECTOR

Check for proper operation. Clean, lubricate and adjust as required. Ensure proper lubrication of selector tape and sheaves. Wipe excess oil from selector and from drip pans.

H. CONTROLLER

Observe the controller for proper operation of relays, contacts, sequence of operations, timing, etc. Clean pitted or oxidized contacts; replace if necessary. Replace coils or shunts with brittle insulation. Check fuses for overheating and take necessary action.

I. PIT AND PIT EQUIPMENT

Clean and examine. Lubricate pit equipment as required. Check governor tail sheave and comp sheave for proper clearances and take necessary action.

J. MISCELLANEOUS

- 1) Clean machine room floor.
- 2) Check floor indicator panels in lobby and replace burnt out lamps.
- 3) Examine hall button stations and replace cracked or worn buttons.
- 4) Check hall lanterns for proper operation. Replace burnt out gong coils and lamps.
- 5) Check operation of inspection and access key switches for proper operation. Adjust or repair as necessary.

2. QUARTERLY MAINTENANCE

A. CAR

- 1) Check alarm bell and communications system.

- 2) Clean light fixture.
- 3) Check adjustment of car shoes and/or roller guides. Clean and lubricate as required.
- 4) Check emergency switches.

B. COUNTERWEIGHT

- 1) Check adjustment of roller guides. Clean and lubricate as required.

C. MOTORS AND GENERATORS

- 1) Clean all commutators. Polish all brush stems.
- 2) Renew or reseal brushes as necessary.
- 3) Clean armatures and motors with blower or vacuum.
- 4) Check armature and rotor clearance.
- 5) Check motor and MG set connections. Tighten if necessary.
- 6) Check oil in bearings. Add oil or change if necessary.
- 7) Clean brush rigging and housing.

3. SEMI-ANNUAL MAINTENANCE

A. DOOR OPERATOR

- 1) Check fastenings, operation of checks, interlocks, etc. Adjust as required.
- 2) Check the inertia of doors. Make adjustments as required.
- 3) Check oil in gear case. Change if necessary.

B. SELECTOR

Check and adjust selector for proper operation. Check gears and chains for wear and proper lubrication.

C. CAR

- 1) Check stile channels for bends or cracks, also car frame, cams and supports.

- 2) Check gate or door upthrust, still grooves, bottom guides, etc.
- 3) Check selector tape hitches and broken tape switch.

D. CONTROLLERS

- 1) Clean with blower.
- 2) Check alignment of switches, relays, timers, etc. Clean and make adjustments as necessary.
- 3) Check all condensers, resistance tubes and grids.
- 4) Check oil in overload relays.
- 5) Check settings and operation of overloads.
- 6) Clean and check fuses and holders.
- 7) Check all controller connections.

E. PIT

- 1) Check governor and tape tension sheave fastenings.
- 2) Check oil level in buffers.
- 3) Lubricate compensating sheave and inspect hitches.
- 4) Empty and clean drip pans.
- 5) Check sump pumps.

F. EMERGENCY LIGHTS

- 1) Change batteries as per manufacturer's recommendations.
- 2) Record on emergency light fixture the date batteries are changed.
- 3) Clean light and glass.
- 4) Check light and bell for proper operation.

G. MISCELLANEOUS

- 1) Clean car grill and stile channels.

- 2) Group supervisory control systems where installed shall be checked out a minimum of once every SIX (6) months. The system's dispatching, scheduling and emergency service features shall be tested and adjusted in accordance with manufacturer's specifications. The Contractor shall prove to the satisfaction of the Contracting Officer or his representative that the system functions properly. All work shall be performed during other than normal working hours with no inconvenience to building occupants. A full report covering adjustment time intervals, dispatch times on various programs, door standing and door opening and closing speeds shall be furnished to the Director of Administrative Services.

#### 4. ANNUAL MAINTENANCE

##### A. LOAD WEIGHING SWITCHES

Check and adjust with weights if necessary.

##### B. HOISTWAYS

- 1) Check, clean and adjust guide rails, cams and fastenings and counterweights.
- 2) Check limit, landing and slowdown switches.
- 3) Lubricate pins and rollers.
- 4) Clean sills.

##### C. GUIDE SHOES AND ROLLER GUIDES

- 1) Lubricate guide shoe stems and adjust if necessary.
- 2) Lubricate wheel bearing sparingly.

##### D. SHEAVES

- 1) Observe if sheaves are tight on shaft.
- 2) Sound spokes and rim with hammer for cracks.
- 3) Check sheaves for proper lubrication. Add grease only if necessary.

##### E. HALL

- 1) Check hall button contacts, springs, wiring, etc.
- 2) Clean if necessary.

F. TRAVELING CABLE

Check wear, insulation, hanging and junction box connections.

G. HOISTWAY DOORS

- 1) Check for proper clearances. Adjust if necessary.
- 2) Check bottom gibs, struts, sill, headers and fastenings.
- 3) Clean and adjust door contacts, if necessary.
- 4) Check relating cable for wear. Replace if necessary.
- 5) Clean and lubricate tracks, hangars, upthrusts, etc. Adjust if necessary.

H. MISCELLANEOUS

- 1) Keep the exterior of the machinery clean. Keep it properly painted and presentable at all times.
- 2) Treat the motor windings and controller coils with proper insulating compound.
- 3) Check all ball and roller bearings for proper lubrication. Add lubrication only if necessary.

## SPECIAL PROVISIONS

### 1. SCOPE

The Furnishing of Elevator Maintenance and Related Services for Maui Community College shall be in accordance with the terms and conditions of IFB No. 97-068 and the General Provisions dated February 23, 1996 included by reference. Copies of the General Provisions are available at the Office of Procurement, Property and Risk Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at: <http://www.state.hi.us/bids/notice03.htm>

### 2. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Mr. Fred Ventura, Supervisor, telephone (808) 984-3232.

### 3. ELIGIBILITY TO BID

Each prospective bidder, as a prerequisite to bid on any contract to supply services in excess of \$5,000 shall, at the time of bid submission, assure the University by certification in writing, of compliance with the requirements of Section 103-55, Hawaii Revised Statutes, that:

- a. The services to be rendered shall be performed by employees paid at not less than the wages or salaries paid to public officers and employees for similar work.
- b. All applicable Federal and State laws relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

### 4. CONDITIONS AT SITE

Each bidder shall visit the site and examine the conditions of same and be aware or satisfied as to the character and amount of work to be performed as called for by the specifications. No additional allowance will be granted because of lack of knowledge of such conditions. Bidders shall arrange for an appointment by calling the Technical Representative on any normal working day, Monday through Friday, after 9:00 a.m., but not later than 4:00 p.m.

### 5. PRE-AWARD BIDDERS QUALIFICATIONS

Each bidder shall provide in the bid form, the names, addresses, telephone numbers, and contact persons of THREE (3) organizations for which similar services have been provided and who can attest to the quality and reliability of the bidder's service and personnel. The University reserves the right to reject a bid submitted by any bidder whose performance on other jobs has been unsatisfactory.

6. TERM OF CONTRACT

The Contractor shall enter into a contract with the University for an initial period of ONE (1) year commencing on the date designated in the Notice to Proceed, and the unit price(s) bid shall remain firm for the initial term of the contract. Thereafter, the contract shall be renewable from year to year, for a total of FIVE (5) years, without the necessity of rebidding, upon mutual agreement in writing, NINETY (90) days prior to the annual renewal date. The contract price for each renewal period shall remain the same or lower than the initial bid price or may be adjusted in accordance with the ESCALATION CLAUSE of the contract, upon written request of the Contractor. Further, the University may terminate the contract at any time, after the first year, upon NINETY (90) days' prior written notice.

7. ESCALATION CLAUSE FOR REPAIR WORK OVER \$2,000

During the life of the contract, if the Director of Labor and Industrial Relations determines that the prevailing wage for Elevator Constructors has increased, the University shall allow the Contractor, upon request of the Contractor, to adjust the contracted straight time hourly rates shown above in direct proportion to the percentage of increase determined by the director for Elevator Constructors. Price adjustments shall be made through modifications to the contract for the difference upon request of the Contractor.

8. SCHEDULE OF WORK

Within SEVEN (7) days after the issuance of the Notice to Proceed, the Contractor shall submit to the University in writing, a work schedule of sufficient detail to show its adequacy to carry out the work. The Contractor shall not be permitted to interfere with normal University operations of the building except in emergencies.

All maintenance tasks described herein shall be performed between the hours of 7:30 a.m. to 4:00 p.m., Monday through Friday. Any overtime work shall be approved by the University prior to commencement.

9. REGISTRATION OF SERVICE PERSONNEL

Contractor's service personnel authorized to perform under the contract shall be required to contact the Technical Representative prior to performing the service and when leaving the premises after completion of the services.

10. EMPLOYEES OF CONTRACTOR TO BE SATISFACTORY

Contractor agrees that all work shall be performed by and under the supervision of skilled, experienced, certified air conditioning repair personnel directly employed and supervised by the Contractor. Any and all employees performing work under this contract shall be satisfactory to the University.



11. REJECTION OF CONTRACTOR'S EMPLOYEES

The University reserves the right to reject any workman that the University deems incompetent, uncooperative, negligent, insubordinate, or otherwise objectionable.

12. EQUIPMENT ACCESS

The University shall keep the area around the equipment reasonably clear so that the Contractor will have access to the equipment and so as not to limit or impair the ability of the Contractor to perform the services.

13. PARTS

a. The Contractor shall keep in stock all essential parts which are required for timely completion of maintenance or repairs in order that the elevators be in good condition at all times. In the event that an elevator is out of service in excess of 48 hours due to essential parts not being readily available, the University reserves the right to terminate the contract in accordance with General Provision 6.10a, Termination for Default.

b. The Contractor shall supply, repair, and replace all parts of every description made necessary by wear and tear. No repairs will be permitted when prudent practice indicates that a replacement is preferable to insure maximum safety and continuity of service. All replacement of parts shall be of the same make or from the original manufacturer, or approved equal.

14. PROTECTION OF PERSONS AND PROPERTY

The Contractor shall take all necessary precautions while carrying out the terms of this contract to protect the public which includes but is not limited to University personnel and students, and the premises.

15. SUBCONTRACTING PROHIBITION

The Contractor shall not at any time subcontract, convey, transfer, or assign said services to be performed under the contract, either in whole or in part, without the prior written consent of the University.

16. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor shall provide said services as an independent contractor and shall not be under the direction or control of the University. The University shall not be responsible for any claims and demands of any kind or nature that may be brought against it on any matter or thing arising out of or in connection with the services provided by the Contractor and not occasioned through the fault or negligence of the University.

17. PAYMENT

The Contractor shall be remunerated after acceptable performance monthly. The Contractor shall submit an original and TWO (2) copies of a properly executed invoice for the work performed the previous month by the tenth of each month to Maui Community College, Business Office, 310 Kaahumanu Avenue, Kahului, Hawaii 96732. All invoices submitted shall cite the contract number, and payment shall be made in accordance with SECTION 7, Payment, of the General Provisions.

18. INSURANCE

Contractor shall maintain insurance acceptable to the University in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by Contractor shall provide Combined Single Limit Coverage (bodily injury and property damage) in the amount of \$5,000,000 per occurrence.

Contractor shall also maintain motor vehicle no-fault insurance in the amounts required by and in accordance with the laws of the State of Hawaii.

Insurance shall be in force the first day of the term of this contract.

Each insurance policy required by this contract shall contain the following three clauses:

- a. "This insurance shall not be cancelled, limited in scope of coverage or non-renewed until after THIRTY (30) days' written notice has been given to the University of Hawaii, Director of Office of Procurement, Property and Risk Management."
- b. "It is agreed that any insurance maintained by the University of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
- c. "The University of Hawaii is added as an insured as respects operations performed for the University of Hawaii."

Clauses b and c are waived for any professional liability/errors and omissions liability insurance.

Contractor agrees to deposit with University, on or before the effective date of this contract, certificates of insurance necessary to satisfy the University that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates therefor on deposit with the University during the entire term of this contract.

The University shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the University, the insurance provisions in this contract do not provide adequate protection for the University, the University may require Contractor to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. The University's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.

The University shall notify Contractor in writing of changes in the insurance requirements; and if Contractor does not deposit copies of acceptable insurance policies with the University incorporating such changes within SIXTY (60) days of receipt of such notice, this contract shall be in default without further notice to Contractor and the University shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from its acts or omissions with respect to this contract.

NOTE: Other forms of insurance coverage naming the University as additional insured, such as the Owner's and Contractor's Protective Liability Insurance Policy, with the above limits shall be acceptable.

#### 19. INSPECTION OF MATERIALS AND WORKMANSHIP

All materials and workmanship shall be subject to inspection at any and all times during the period of installation. The University has the right to reject defective material and workmanship. Rejected material shall be promptly removed from the job site and satisfactorily replaced. Rejected workmanship shall be satisfactorily corrected.

#### 20. SANITARY FACILITIES

If existing sanitary facilities of the University are close to the contract work area, the Contractor is permitted to use same and shall maintain a sanitary condition at all times. If none is close by, Contractor shall install sanitary facilities at the job site and maintain same in a clean and sanitary condition for the use of the employees on the job site for the duration of the contract. The sanitary facilities shall conform to the requirements of the State Department of Health.

21. OFFICE LOCATION

One of bidders' qualifications shall be that the bidder awarded the contract shall have a permanent office location from which the bidder conducts its business and where it can be reached by telephone on matters which require immediate attention.

22. EXAMINATION OF RECORDS

The Contractor shall allow the University to examine and inspect its books and records of income and payroll expenses relating to this contract during normal office hours as the University may require, and to allow an annual audit of said income and payroll expense related to its University operation by a firm of independent auditors chosen by the University. The University shall pay the costs of such an audit.

23. COOPERATION BETWEEN CONTRACTOR AND THE UNIVERSITY

The Contractor shall contact the University within TEN (10) days after the issuance of the notice to proceed to schedule the work. During the contract period, the existing buildings and grounds will be occupied by the University. Therefore, while the new work is under construction, the Contractor shall confine its operations, materials, and equipment within the immediate vicinity of the new work and shall prearrange or schedule with the University for all disruptive noise-producing construction activities so as not to unreasonably obstruct or interfere with any phase of activities of the University.

24. EXTRA WORK

Extra work under this contract shall include services or repairs not within the scope of services specified in the Technical Specifications. Such services include, but are not limited to, repairs necessary as a result of vandalism or emergency repairs.

If any extra work not within the scope of services specified in the Technical Specifications is required, the Contractor shall immediately notify the authorized representative and obtain the Contracting Officer's approval before performing the work. The University shall issue a purchase order for the work and shall be invoiced at the rates established in the contract. Should the estimate for repair exceed \$25,000.00, the University reserves the right to call for bids in accordance with Section 103D-302, Hawaii Revised Statutes, or when the work to be done is of such nature that its extent and character cannot be known or specified beforehand with reasonable certainty, the University reserves the right to issue a purchase order pursuant to the change order clause for the purpose of the Contractor to estimate the level and cost of repairs needed with the actual repair work accomplished pursuant to a contract modification by supplemental agreement in accordance with Section 103D-501, Hawaii Revised Statutes.

If a service call is made at the University's request and the inspection does not reveal any defect in the air conditioning system for which the Contractor is responsible under the contract (false alarms), the Contractor shall immediately notify the authorized representative and a purchase order will be issued. The Contractor has the option to charge the rates established in the contract based on the time at which the service was requested.

25. CONTRACTOR'S OPERATION

The Contractor shall confine all operations to the immediate vicinity of the work area.

26. PROTECTION OF PROPERTY AND BUILDINGS

The Contractor shall take all necessary precautions during the progress of the work to protect the buildings as well as adjoining property, roadways, walkways, trees, lawns, landscape and buildings from damage and injury and shall promptly repair any such damage to the satisfaction of the University, at no cost to the University.

28. CLEAN-UP

The Contractor shall keep the job site free of debris, litter, refuse, etc., and shall clean all oil drippings during the daily progress of work. The Contractor shall remove all equipment from the area upon completion of the work.

29. COMPLIANCE WITH LAWS, ORDINANCES, AND REGULATIONS

The Contractor shall comply with all federal, state, and local laws or ordinances of any kind pertaining, but not limited, to permits, licensing, safety, work and labor, employees, wages and payrolls, withholding and other taxes, and materials, and shall indemnify and save the University harmless against any claim arising from the violation of any such laws or ordinances.

30. LICENSED

Contractor must be properly licensed to perform the services under this contract in compliance with the provisions of Chapter 444, Hawaii Revised Statutes, and the rules and regulations of the Contractors License Board.

31. WORKERS' COMPENSATION

The Contractor shall provide adequate statutory workers' compensation insurance for all labor employed in performing services under this contract.

32. ADDITIONAL BUILDINGS AND ELEVATORS/DUMBWAITERS

The University reserves the right to add additional buildings and elevator(s)/dumbwaiter(s) and their appurtenances and accessories under this contract via the issuance of supplemental agreements. The additional cost(s) shall be mutually agreed upon between the Contractor and the University.

33. TAX CLEARANCE FOR FINAL PAYMENT

General Provision 7.2, entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

TAX CLEARANCE FOR FINAL PAYMENT

In accordance with Section 103-53, HRS, final payment for the settlement of the contract will not be made by the University until the Contractor has submitted to the University original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. Tax clearance shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the Contractor have been paid.

Notwithstanding Sections 40-57 and 40-58, HRS, if a Contractor fails to provide the original tax clearances within SIX (6) months of the notice of final settlement or completion date of the contract, the University shall assign the final settlement payment in an amount not to exceed the tax liability to the State of Hawaii Department of Taxation or Internal Revenue Service, provided that the State of Hawaii Department of Taxation may first offset its tax debt against the sum owed to the Contractor. This shall apply to all contracts whether with Hawaii vendors, out-of-state vendors, or nonprofit organizations.

The foregoing shall not apply to the Contractor if the State of Hawaii Department of Taxation certifies that the Contractor is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC  
300 Ala Moana Boulevard, #50089  
Honolulu, Hawaii 96850-4922  
Telephone No.: (808) 541-1160

b. Department of Taxation  
State of Hawaii  
Oahu District Office  
P.O. Box 259  
Honolulu, Hawaii 96808-0259  
Telephone No.: (808) 587-4242  
Toll-Free: 1-800-222-3229

WAGE RATE

(See Official Document)